

ROUTING AND RECORD SHEET

DDA/REG
LOGGED

SUBJECT: (Optional)

Scheduling Annual Leave

FROM:

George W. Owens
Director of Personnel
4X48, NHB

EXTENSION

NO.

OP-0615-89

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Administration

6E04, OHB

EXA

28 SEP 1989

Gm

11/2

Hw out on this
subject this week
file.

2.

DDA

3.

ADDA

4.

5.

6.

7.

8.

Registry file

9.

10.

11.

12.

13.

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15.

ADMINISTRATIVE

INTERNAL USE ONLY

FORM
1-79

610

USE PREVIOUS
EDITIONS

OP-89-0615

SEP 20 1989

MEMORANDUM FOR: Chairman, "E" Career Service
✓ Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology


FROM: George W. Owens
Director of Personnel

SUBJECT: Scheduling Annual Leave

1. Each year we receive numerous requests to restore annual leave forfeited because the leave was cancelled due to exigencies of the public business or administrative error. Many employees wait until the end of the leave year to request large amounts of leave, which, in many instances, cannot be approved or rescheduled if an exigency arises. Such situations may be avoided if supervisors monitor the use of leave by their employees and encourage employees to plan ahead.

2. I urge you to take the necessary action to have supervisors work with employees to schedule their leave throughout the year to avoid, to the extent possible, the need to cancel approved leave and the need to subsequently request the restoration of the leave which was forfeited. To assist you in this matter, I have asked Component Personnel Officers to conduct briefings for supervisors in their components on the procedures for approving and cancelling leave.

STAT

*George W. Owens*

STAT

OP/CAP/PCSD/PR  (23 Aug 89)

Distribution:

- Orig - First Addressee
- 1 - Each other Addressee
- 2 - DD/CAP
- 1 - C/PCSD
- 2 - PRB

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